

DPW FACILITY BUILDING COMMITTEE

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2021 AUG -6 AM 10:11

MEETING DATE October 29, 2020
LOCATION New DPW Facility, Old Westborough Road, Grafton
Conference Line (As Posted in Meeting Agenda)
COMMITTEE J. Bechard, A. Clarke, P. Cournoyer, S. Robbins, R. Rodak
OPM: A. Deschenes
WESTON & SAMPSON Not in attendance

CALLED-TO-ORDER & 7:00 PM
OPEN CONFERENCE LINE

Item 1: OPM Updates

Sitework:

- Punch list items remain.
 - o Perimeter silt fence needs to be removed.
- Final paving and curb has started (handwork, raising structures) and anticipate completion week of November 2nd, 2020.

Concrete:

- No further activity beyond the slab issue in the Vehicle Maintenance Bays and Wash Bay.

Exterior:

- Roof leaks in Vehicle Storage area remain an issue.
 - o No work to remedy has occurred.

Interiors:

- Interior of building is complete except for punch list and deficiencies.

MEP:

- Flue for Vehicle Wash boiler has not yet been installed (it is a Change Order).
 - o Town will take care of installation as well as required louvers.
- IT/security/cameras have been installed, tested, and completed.

OTHER UPDATES:

Cost update:

- Current value of punch list is \$94,535.
 - o OPM anticipates Castagna to dispute some items on the list.
 - o OPM will identify all outstanding items and notate on drawings to ensure nothing is missed
- OPM has a Weston & Sampson invoice.
- Castagna has submitted their latest requisition.
- National Grid bill and monetized punch list to be discussed with Legal.
 - o Castagna claims substantial completion date was May 26th, 2020 and why they vacated the site; having never provided an accurate project schedule, Castagna's substantial completion is arbitrary.
- OPM reports final costs are close to the budget.

Schedule:

- OPM reports project achieved Substantial Completion on October 7th, 2020 and Town issued the Certificate of Occupancy.
- The IT switch was relocated on October 14th, 2020 and the DPW move began.
- As previously noted by OPM: Castagna agreed to have all punch list items completed by October 9th, 2020.
 - o OPM reported that in a subsequent meeting Castagna was given until October 30th, 2020 to finish.

Quality:

- Nothing new to report.

Safety:

- Nothing new to report.

Equipment:

- Vehicle lifts were installed by Mohawk.
 - o OPM reports Griffin Electric will have them wired and operational the week of November 2nd, 2020.
- Lubrication system needs final vents piped, sub-contractor Lapan is on board to do the work within the next week.
- OPM will be discussing the boiler flue plan with W&S so this work can be completed ASAP.
 - o Intention is to complete with current subs, invoicing the Town directly.

Closeout

- OPM reports the following need to be completed to get the project to closeout.
 - o Finish punch list items.
 - o Final sign off from Board of Health.
 - o Request a Certificate of Compliance from Conservation Commission once all items have been completed.

Legal

- Andy Deschenes, Paul Cournoyer, Kevin Gallagher (Town of Grafton Highway Superintendent), and legal counsel for the Town met with Ralph Castagna, Abe Hafiani (both from Castagna, and their legal counsel on-site on October 14th, 2020.
- Meeting was to discuss status of Certificate of Occupancy items, monetized punch list, and concrete slab quality and repair.
- Based on the October 14th meeting, Town legal counsel will prepare a draft settlement offer based on OPM's estimate for payment 20.
 - o From payment number 19 the balance to finish project \$429,469.81
 - o Change Order 10 is a credit amount (\$2,036.21)
 - o Remaining balance to finish \$427,433.60
 - o Credit items to be applied against balance include:
 - Floor Repair (\$95,000.00)
 - Punch list value (\$94,535.00)
 - o Estimated payment amount \$237,898.60
- Lawyers recommendation is to send a letter to Castagna informing them they are finished on the project and propose final settlement.

- Letter will outline proposal, as previously discussed between Town and Castagna, taking Liquidated Damages off the table by Town, provided Castagna forgives reported time overruns.
 - OPM advised the Committee in doing so the Town would be required to finish the punch list.

Item 2: Review invoices

Discussion Points

- Weston & Sampson invoice #10200353 dated October 21st, 2020 in the amount of \$330.00 covering Project Commissioning, presented to Committee for review and approval.
 - Motion made by B. Rodak: Town of Grafton pays Weston & Sampson invoice #10200353 dated October 21st, 2020 in the amount of \$330.00
 - Motion seconded by S. Robbins
 - Chair declares motion carries 5-0

Item 3: Meeting minutes

Discussion Points

- Meeting minutes of August 20th, 2020 submitted to Committee for review and approval.
 - Motion made by R. Rodak to amend the notes of August 20th, 2020 to include more apparent opening and closing of the Conference Line
 - Motion Seconded by S. Robbins
 - Chair declares motion carries 5-0
- Meeting minutes of September 29th, 2020 submitted to Committee for review and approval.
 - Motion made by R. Rodak to amend the notes of September 29th, 2020 to include more apparent opening and closing of the Conference Line
 - Motion Seconded by S. Robbins
 - Chair declares motion carries 5-0

Item 4: Future meetings

Discussion Points

- Committee discussed holding November 19th, 2020 and December 17th, 2020 as potential future meetings in the event invoices and/or other Committee matters need to be discussed and voted upon.
- Committee discussed holding an Open House of the new facility, so long as State guidelines specific to the COVID-19 pandemic are lifted.
 - Committee recommends the Open House be held in May 2021 to coincide with the Public Works week, which is the third week in May.

MOTION TO ADJOURN	A. Clarke
SECOND	P. Cournoyer
DECISION	5-0

ADJOURN & CLOSE CONFERENCE LINE	7:42PM
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